



**ERNIE FLETCHER**  
**GOVERNOR**

**COMMONWEALTH OF KENTUCKY**  
PERSONNEL CABINET  
**200 Fair Oaks Lane, 5<sup>th</sup> Floor**  
FRANKFORT, KY 40601  
[www.kentucky.gov](http://www.kentucky.gov)

**ERWIN ROBERTS**  
**SECRETARY**

### **MEMORANDUM**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:** Erwin Roberts, Secretary

**DATE:** February 2, 2006

**SUBJECT:** Blood Donation

The administration encourages employees to donate blood. The Kentucky Safety Program and the Personnel Cabinet are pleased to sponsor the Central Kentucky Blood Center drive. Because of the many uses of each blood component, each donation may save several lives.

The Central Kentucky Blood Center will be accepting donations **Friday, February 17, 2006**, from **8:00am-2:00pm** in mobile units. The location is 200 Fair Oaks Lane. Appointments are necessary and may be scheduled by contacting Scott Gasser at 564-7911 x4100 or [scott.gasser@ky.gov](mailto:scott.gasser@ky.gov).

The blood donation policy is as follows:

- Blood donation leave is granted for the purpose of allowing the employee to recuperate from the donation. Only regularly scheduled work hours may be used for leave and compensatory time will not be granted after hours.
- Agencies are responsible for notifying employees of the blood donation policy.
- All employees statewide are permitted to donate blood at any licensed blood center certified by the Food and Drug Administration

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- Blood leave may only be granted for donation given during the employee's regular work hours, **not including the employee's lunch hour.**
- Employees are required to obtain prior supervisory approval for blood leave.
- Employees are required to submit donation verification to supervisor.
- Employees shall receive four (4) hours leave time with pay for the purpose of donating and recovery. Leave time must be taken at the time of donation unless circumstances specified by the supervisor require return to work. In this case, the unused portion of leave time will be credited as compensatory time.
- Employees deferred shall not be charged for time used in attempting to donate, but will not receive the four (4) hours leave time for a donation.

The generous donations of state employees has made Franklin County the state's top per capita contributor. We can be proud to giving so much to the life-sustaining effort.

If there are questions regarding the blood donation policy, contact the Personnel Cabinet at (502) 564-7911 x4100 or questions about donating, call Central Kentucky Blood Center at (888) 775-2522.

ER:sc